Note: DOE Headquarters Offices and individuals wishing to obtain a delegation of Purchasing Authority for the use of purchase cards shall fill out the following application and submit the same to Ms. Deborah Black, MA-641 in Room 8111, 950 L'Enfant Plaza. Ms. Black can be reached on 7-1416 if there are any questions.

## Recommendation for Delegation of Purchasing Authority Purchase Cardholder

The following findings and determinations are made pursuant to applicable laws and regulations.

1. There is a clear and convincing need to delegate purchasing authority [attach a Statement of Need]. Requests must be supported by a justification which, at a minimum, must address: (a) a description of the types of items the nominee will purchase; and (b) the anticipated cost per transaction of the items to be purchased.

2	[insert cardholder name], the nominee is an
employee of, or is detailed to the U.S. Departion DOE Management and Operating Contracto	rtment of Energy, or is an employee of a

[insert DOE Office or M&O contractor name].

- 2. The requested single purchase limit for the nominated cardholder is \$3,000.00.
- 4. The nominated cardholder must meet the following minimum mandatory training requirements prior to receiving a delegation of purchasing authority:

## Minimum Mandatory Training:

- For buyers with a single purchase limit of \$3,000.00:
  - GSA Online SmartPay training course found at: <a href="http://www.fas.gsa.gov/webtraining/trainingdocs/smartpaytraining/index.cfm">http://www.fas.gsa.gov/webtraining/trainingdocs/smartpaytraining/index.cfm</a> [attach a copy of the SmartPay Training Certificate].
  - On-line Affirmative Procurement Training found at <a href="http://management.energy.gov/documents/APPandPurchaseCards0205Rev.ppt">http://management.energy.gov/documents/APPandPurchaseCards0205Rev.ppt</a> [attach a copy of the certificate].
- For Approving Officials

- GSA Online SmartPay training course found at: <a href="http://www.fas.gsa.gov/webtraining/trainingdocs/smartpaytraining/index.cfm">http://www.fas.gsa.gov/webtraining/trainingdocs/smartpaytraining/index.cfm</a> [attach a copy of the SmartPay Training Certificate].
- On-line Affirmative Procurement Training found at <a href="http://management.energy.gov/documents/APPandPurchaseCards0205Rev.ppt">http://management.energy.gov/documents/APPandPurchaseCards0205Rev.ppt</a> [attach a copy of the certificate].

Title, Series, Grade] and is responsible for the process	ving organizationa ssing of all card tra	l position [provide ansactions for the
purchase card issued in his/her name.		
Title	Series	Grade
6. The nominated purchase cardholder and the prim are listed below:	ary and alternate a	pproving officials
Nominated Purchase Cardholder Name:		
Nominated Purchase Cardholder Office Symbol:		
Nominated Purchase Cardholder Telephone No.:		
Primary Approving Official Name:		
Primary Approving Official Office Symbol		
Primary Approving Official Telephone No.:		
Alternate Approving Official Office Symbol:		
Alternate Approving Official Telephone Number:		
7. The nominee's business acumen, judgment, chasound and the nominee's personal qualifications states education and training meet the established DOE min	ment has been eva	luated and the
8. The nominee is well-qualified for the delegation	n of purchase card	authority.
Supervisor:	to a	
Signature of supervisor of the nominee cardholder/buyer	Date	
Typed Name:		